



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

4/16/14

Julia Terpstra  
366 Cambridge Dr. NE  
Cedar Rapids, Iowa 52402

Dear Julia,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe- <http://www.cpsc.gov/>

This letter is in regards to the (text field) compliance check of your Level (Text field), Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

**Reason determined out of compliance:** I observed you did not have a second exit from the upper floor used for child care. Your mulch under the play equipment is not adequate to cushion a fall.

**How to correct:** You signed a Corrective Action Plan you will not use the outdoor play equipment until it has an approved soft landing surface under the play equipment and that it will be blocked off so children cannot use it. You agreed not to use the second floor of your home for child care until you either change to a Category A or add a second exit.

☐ 110.5(1) h- A safe outdoor play area is maintained in good condition throughout the year.

**Reason determined out of compliance:** I observed the play equipment under the outdoor play equipment was not adequate to cushion a fall and prevent a fall. You signed an agreement not to use this equipment for child care until you have an approved soft landing surface in place.

**How to correct:** I have enclosed information on fall surfacing to use as a guideline in adding the soft landing surface under the outdoor play equipment.

☐ 110.5(3) Activity Program.

☐ 110.5(3) e- All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

**Reason determined out of compliance:** The outdoor play equipment does not have an adequate fall surface under it to cushion a fall to prevent an injury.

**How to correct:** Using the enclosed information as a reference guide place additional mulch under and around the play equipment to meet this standard.

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**Reason determined out of compliance:** I did not find this information in the files for S, D, Ar and Am.

**How to correct:** Whenever a child starts in your care make sure you get a physical dated within the past 12 months for their file and always retain this in their file. You should get a health history and make sure the parents give you information about any special conditions or allergies.

☐ 110.5(9)-The provider meets the following requirements:

☐ 110.5(9)-a Gives careful supervision at all times.

**Reason determined out of compliance:** I observed you did not check on a 6 month old sleeping child for 50 minutes. In order to meet this standard you need to be looking in and checking on a sleeping child approximately every 20 minutes.

**How to correct:** You agreed to increase the supervision of children sleeping by checking on them every 20 minutes. You can set an alarm on a cell phone or set the timer on a microwave as reminders to do this.

☐ 110.5(9) c- Gives consistent, dependable care.

**Reason determined out of compliance:** You had a child sleeping on the upper floor of the home which does not have a second exit to use in the event of a fire. You did not check on this child for 50 minutes.

**How to correct:** You agreed not to use the second floor for child care until you either change to a Category A or add an approved second exit from this floor.

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

☐ 110.9(3) Facility requirements

☐ 110.9(3) c- If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.

**Reason determined out of compliance:** You were using the second floor of your home for child care without having a second exit available to use in case of a fire.

**How to correct:** You agreed not to use this floor for child care until you either change to a Category A or build an approved second exit on that floor.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

I will not do a planned follow up visit to the spot check. I will make an unannounced visit to ensure you are not using the second floor and that you have added sufficient mulch to the fall surfacing under the outdoor play equipment.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: May 30, 2014**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Text field for phone).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).